September 28, 2004

MEMORANDUM FOR: ALL NOAA TIMEKEEPERS

FROM: Charles L. Kilgore
                                     Chief, Financial Reporting Division

SUBJECT: Instructions for **DOS** Time and Attendance Reports
                                     Pay Periods 19 and 20

This instruction memo is for DOS T&A only. WebTA instructions will follow.

Due to the change in fiscal year, T&A processing for pay periods (PP) 19 and/or 20 will require special attention. It will not be possible to "store" accounting data or change existing stored accounting data in PP 19. Do not use a "1" in the ACCT DATA CODE field on the "Employee Data Screen" (F5). The ACCT DATA CODE field must be blank or contain a "2" (Use Stored Acct). In PP 20, all new FY 2005 accounting data or existing stored accounting data will need to be "re-stored" to reflect the new appropriation code "501." To effect this change in PP 20, change the ACCT DATA CODE to a "1" (Store New Acct) on the "Employee Data Screen" (F5), and manually enter the new "501" coding on the F1 and F2 screens. The term "stored accounting" refers to a T&A that has a "2" (Use Stored Acct.) in the ACCT DATA CODE Field.

Items that are of a special interest this year:

- Most project codes that whose first character was a "B" in FY 2004 will need to be converted to a new project that begins with a "C" for FY 2005. **Contact your LO Management and Budget Office if you have not yet been notified which project/task code to use for FY 2005.**

- **Do not use the "Retain" data function in PP 19.   On the F5 screen, the Retain Data field should read "Clear All."**

- **If you previously used the Retain Data code 3 (Rest. From Default) or code 4 (Process Default), delete data in the F6 "Default Tour" screens for PP 19.**

- **Do not use "0's" in the accounting field for leave taken.** Cite the employee's standard project and task code. For NFA, leave should be charged to 6228888P00.

- **If the Accounting Table in the Utility Menu is used, update accounting data in PP 20.**

Instructions for PP 19:

In PP 19, it will not be possible to "store" accounting data in the *National Finance Center (NFC)* system. Do not use a "1" in the ACCT DATA CODE field on the "Employee Data Screen" (F5). The ACCT DATA CODE field must be blank ("manual entry") or contain a "2" *("Use stored acct")*. Please determine which of the following sections apply:

I. <u>STORED ACCOUNTING DATA IS NORMALLY USED BUT EMPLOYEE'S PROJECT AND/OR TASK WILL CHANGE IN FY 2005</u>

If the employee's project and/or task will change in FY 2005, <u>do not</u> try to store accounting data in PP 19. Change the ACCT DATA CODE field on the "Employee Data Screen" (F5) so it is blank ("manual entry"). Accounting data for hours in FY 2004 (09/19 - 09/30/04) must begin with the appropriation code "401" followed by the CAMS FY 2004 ten-digit project and task (enter "P00" if no task code is used). Accounting data for hours in FY 2005 (10/1 - 10/2/04) must begin with appropriation code "501" followed by the new CAMS FY 2005 ten-digit project and task (enter "P00" if no task code is used). Every line of "Time in Pay" recorded on Payroll Weeks (F1 and F2) must contain accounting data. **Do not use "Default Tour Screens" in PP 19. NOTE:** When verifying the T&As, timekeepers will receive the warning message "W-PAY-000" indicating this is not the correct format for NOAA. Disregard this warning and, once the accounting is stored in the NFC database in PP 20, the warning will no longer generate.

II. <u>STORED ACCOUNTING DATA IS NORMALLY USED AND THE EMPLOYEE'S PROJECT AND TASK WILL NOT CHANGE IN FY 2005</u>

(**Note:** If the ACCT DATA CODE field on the "F5" screen reads "manual entry," you **are not** using stored accounting. Refer to Section III.) If the employee's project and task will <u>not</u> change in FY 2005 and these codes are part of the accounting data "stored" at NFC as of PP 18, complete the T&A as usual. When stored accounting is used in PP 19, payroll costs will be split between fiscal years by the *NFC.* When using this method, however, all premium pay will be charged to FY 2005.

III. <u>ACCOUNTING DATA IS NORMALLY RECORDED ON THE T&A FOR EACH TRANSACTION CODE USED</u>

When accounting data is normally recorded on the F1 and F2 screens of the T&A (ACCT DATA CODE field on the "F5" screen reads "manual entry"), in PP 19 for hours pertaining to FY 2004 (09/19 - 09/30/04) use appropriation code "401" in the "APP" column on the T&A followed by the CAMS FY 2004 ten-digit project and task. For hours pertaining to FY 2005 (10/1-10/2/04), use appropriation code "501" followed by the CAMS ten-digit project and task. **NOTE:** The warning message "W-PAY-000" will be shown when verifying the T&As indicating the format is not correct for NOAA. Disregard this warning.

IV. SPLIT T&A REQUIRED IF MILITARY LEAVE IS USED

If regular military leave is used during PP 19, 2004, you must complete a separate page split T&A (also known as a two-record split T&A) allocating the military leave to the appropriate fiscal year. To do so requires you have two T&As for the same individual. On the first T&A enter a "12" in the STATUS CHANGE END field on the "Employee Data Screen" (F5) and enter all time in pay (F1 and F2 screens) allocating the time to FY 2004. This T&A will **not** have leave accruals generated in the "Leave Record" (F4 screen) but if you have recorded military leave in FY 2004, you **must** indicate the number of days of military leave used in the "Leave Record" (F4).

Manually create a new T&A for the same employee entering a "13" in the STATUS CHANGE START field on the "F5" screen.   Enter all time in pay during the new FY, including military leave used. This T&A **will** generate the leave accruals in the "Leave Record" (F4 screen) and if you have recorded military leave in FY 2005, you **must** indicate the number of days of military leave used in the "Leave Record" (F4). Once the Build process is complete, the manually-created T&A will be the only remaining T&A record in the system for the employee. This T&A will have the updated leave balances, including the military leave used in FY 2005.

Instructions for PP 20:

In PP 20, all FY 2005 CAMS accounting data will need to be "stored" to show the new appropriation code "501" and the CAMS ten-digit project and task. (**Caution**: The first line of coding must reflect hours worked. Do not show leave used on the first line. Accounting data cannot be stored while an employee is in a leave status or a *non-pay status* for the entire pay period. Wait until the employee returns to working status before "storing" the accounting.) In the T&A system, enter a "1" in the ACCT DATA CODE field found on the "F5" screen. On the "F1" screen (Payroll Week 1), be sure your first line of coding reflects hours worked. After entering the hours worked and correct transaction code, enter "501" in the "APP" column, the first four digits of the project code in Column A, the last three digits of the project plus the first digit of the task ("P") in Column B, and the task's last two digits or two zeros (00) in Column C. **"Retain Data" function and "Default Tour Screens" can be established in PP 20. Update the "Accounting Table" in the "Utility Menu" as needed. NOTE:** When verifying the T&As, timekeepers will receive the warning message "W-PAY-000" indicating that the format is not correct for NOAA.   Disregard this warning and, once the accounting is stored in the NFC database, the warning will no longer be generated.

If you have questions regarding these instructions for T&A coding, please call the NOAA Time & Attendance Services Office (http://www.masc.noaa.gov/masc/hrd/dirhrd.html#tanda). If you have questions about which project and task codes to use for FY2005, please call your Line Office Management and Budget Office.